

ADMINISTRATIVE - INTERNAL USE ONLY

OTE 6318

26 JUN 1987

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM:

[REDACTED]

Director of Training and Education

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SUBJECT: Managers in the "Managing in CIA" Classroom

1. As you are probably aware, our two basic, required courses for new supervisors, "Managing in CIA" and "Leading People in CIA", are going extremely well. Over [REDACTED] new managers have participated in the programs since they kicked off in January. Managers from all Directorates say things like:

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- "I desperately needed these guidelines."
- "Wish I had taken it five years ago; would have saved lots of mistakes."
- "Excellent course with useful, valuable information."
- "Exactly the kind of reinforcement re managing that I needed."
- "Virtually everything I read or heard was helpful."
- "It is difficult to describe the value of this course for a relatively new manager."
- "Outstanding curriculum and exercises."
- "Excellent course made me really think about issues that I never considered before."
- "Best (I mean it) course I have ever taken in CIA."

2. Now I would like to ask your help in sustaining these quality programs. I would like you to nominate five of your best managers to participate as instructors in the classroom. I have in mind your committing them for a total of 10 working days spread over the next year. I am making this request because:

- we need to supplement the small OTE management training staff in order to ensure that CIA gets this essential training to all our new managers.
- we want our best managers to pass on their experience to our new supervisors.
- we believe that manager-instructors will hone their own managerial and executive skills through this experience.

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3. We plan to have these managers attend the three-day "Managing in CIA" or "Leading People in CIA" programs as students. After a day or so of instructional training and some homework, we would then use them in two subsequent runnings of the programs, working as instructors side-by-side with our OTE staff. They would present selected segments of the course as well as participate in it as panelists and discussants.

4. I suggest that you choose these nominees in part in recognition of their outstanding management and interpersonal skills. These "honored managers" should be experienced supervisors. They should:

- be committed to our "Managing in CIA" program principle that a manager's task is to "get the job done, through people."
- be able to relate effectively to sharp new managers from all the directorates.
- be quick studies who can communicate effectively in the classroom.

5. At the conclusion of their service, I propose to recognize their contribution and status as "honored Agency managers" through an appropriate award.

6. Please forward the names of your nominees to me by 10 July 1987 if possible.



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OTE/LDD/MTB [redacted] (OTE 6318 26 June 87)

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